BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING COMMAND

AF INSTRUCTION 32-4001

AIR EDUCATION AND TRAINING COMMAND
Supplement 1

12 MAY 2000

Civil Engineering

★*DISASTER PREPAREDNESS PLANNING AND OPERATIONS*

"HOLDOVER"
"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: HQ AETC/CEOX
(CMSgt R. Gutknecht)
Supersedes AFI 32-4001/AETC Sup 1, 10 April 1995

Certified by: HQ AETC/CEO (Col R. Turner)
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AFI 32-4001, 1 May 1998, is supplemented as follows:

SUMMARY OF REVISIONS

This document is substantially revised and should be completely reviewed.

NOTES:
1. This supplement requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the data prescribed in this supplement is 10 U.S.C. 8013. Collected information is not included in a system of record.
2. Submit requests for changes to this supplement to HQ AETC/CEOX. Include paragraph references.
3. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule.*

1.8. HQ AETC/CEOX is the disaster preparedness (DP) OPR responsible for MAJCOM program administration, policy, and guidance.

1.8.7.3. Each AETC installation will have a mobile command post (MCP) emergency response vehicle. The MCP will be under the direct control of the civil engineer readiness flight. The vehicle will be equipped as directed in AFMAN 32-4004, *Emergency Response Operations,* and paragraph 3.4 of this supplement, with the exception of plume modeling which will be initially conducted by the fire department with follow-on support from bioenvironmental.

1.8.9. The HQ AETC Crisis Action Team serves as the MAJCOM disaster support group (DSG).

1.11.13. (Added)(AETC) Although shelter analysis is no longer required, provides the best available facilities for the required mission; for example, nuclear protective, natural disaster, etc. Protective shelters must be readily accessible and provide for contingency operations. Natural disaster shelters should be evaluated for wind load factors.

1.11.14. (Added)(AETC) Establishes a readiness council according to AFI 10-212, *Air Base Operability Program*. Council meetings will be conducted at least annually. The council's composition will include the readiness flight chief or superintendent; the rest of the council members will be determined locally.

1.12.4. Protective shelters will be identified and shelter OPRs will be assigned. However, as determined by the threat, shelter management teams (SMT) do not require training until there is an increase in alert posture.

1.12.5. Readiness flights will conduct staff assistance visits (SAV) to host and tenant units and assigned geographically separated units (GSU) when requested by the unit wing exercise evaluation team (EET), readiness representatives, and/or commanders. A written report on the results of the SAV will be given to the unit commander, and a file copy will be maintained by the flight. A trend analysis of the SAV program will be established by the readiness flight and briefed at the readiness council.

1.12.6. (Added)(AETC) Ensures primary CE readiness personnel and DPST members are exempt from augmentation duties, additional duties that compromise mission support, or Air Force response to contingency situations (for example, security forces, search and recovery team, etc.). For units with a mobility tasking, at least one unit deployment manager must not be assigned to a mobility position.

1.13.8. Each AETC base will augment the readiness flight DP manning through a disaster preparedness support team (DPST) as identified by the installation ready board. Each DPST will consist of at least six personnel. DPST manning will be determined locally based on the installation's mission and threats. DPST members will be trained in accordance with readiness training package guidelines (AFI 32-4004).

1.13.9. Units tasked to maintain and operate a contamination control team (CCT) must ensure team chiefs and alternates are appointed in writing. Training will be conducted for these teams upon increase in alert posture. If teams are deployable and incorporated into unit type codes (UTC), they must be trained and equipped to perform decontamination operations to the operational level in their deployed locations. Units must budget for, procure, and store team equipment and supplies as required. In the absence of an M-17 decon apparatus, identified units will conduct and maintain trained CCT, according to the basic AFI.

1.13.12. (Added)(AETC) Ensure unit personnel assigned to high threat area (HTA) deployment positions perform nuclear, biological, and chemical (NBC) defense enlisted specialty training (formerly called task qualification training) and attend NBC defense classroom training annually.

1.13.13. (Added)(AETC) Ensure tasked personnel are scheduled for and attend specialized DP training.

1.13.14. (Added)(AETC) Maintain DP requirements in their self-assessment program.

1.13.15. (Added)(AETC) Schedule, track, and document NBC defense training conducted by the readiness flight in the TG-3 database or equivalent data automation system.

2.2. Forward a copy of DP OPlan 32-1 to HQ AETC/CEOX.

2.2.5. (Added)(AETC) Each base OPlan 32-1 will address weapons of mass destruction operations as an appendix to Annex A.

2.2.6. (Added)(AETC) Bases subject to hurricane threat will include hurricane condition (HURCON) levels and actions in Annex B of their base OPlan 32-1. HURCON levels will be used as a planning tool

to help decisionmakers prepare for an anticipated storm. The following HURCON levels will be used within AETC:

2.2.6.1. (Added)(AETC) HURCON 5 – Signals the beginning of hurricane season.

2.2.6.2. (Added)(AETC) HURCON 4 – 50 knots (kt)/58 miles per hour (mph) winds within 72 hours.

2.2.6.3. (Added)(AETC) HURCON 3 – 50 kt/58 mph winds within 48 hours.

2.2.6.4. (Added)(AETC) HURCON 2 – 50 kt/58 mph winds within 24 hours.

2.2.6.5. (Added)(AETC) HURCON 1 – 50 kt/58 mph winds within 12 hours.

2.4. In the absence of a hazardous material (HAZMAT) plan, make attachments to Annex A of OPlan 32-1 and forward a copy to HQ AETC/CEVQ.

2.5. Camouflage, concealment, and deception (CCD) planning is not required for AETC CONUS bases. However, as the threat dictates, deployable units must have the capability to apply CCD principles at their deployed location.

2.6. (Added)(AETC) Use of AETC Form 24, Air Force Recruiting Service Readiness Important Numbers. AETC Form 24 may be used by field personnel in the Air Force Recruiting Service as an aid to planning and reporting during a natural disaster.

3.1.5. (Added)(AETC) Units must maintain enough equipment to support training and exercise objectives and contingency responses.

3.4. The MCP will be equipped with suitable command, control, communication, and intelligence (C3I) systems to ensure adequate support of disaster response force (DRF) members and operations. The MCP may be any type of vehicle suitable to meet mission and environmental needs. It must be equipped with emergency (flashing) beacons as per local laws. In addition, base vehicle operations will direct vehicle maintenance to assign "Red" priority maintenance to the MCP vehicle (AFMAN 24-307, *Procedures for Vehicle Maintenance Management*).

3.5. (Added)(AETC) Radiation Detection, Indication, and Computation (RADIAC) Equipment. AETC procedures on RADIAC use and operational checks are as follows:

3.5.1. (Added)(AETC) Civil Defense 700 series survey instruments (available from state emergency management officials) may be used in lieu of military RADIAC instruments to meet local requirements. A current calibration certification must be available for these instruments to remain operational.

3.5.2. (Added)(AETC) Dosimeters in support of UTCs will be maintained in standby status. Dosimeters not in support of UTCs will be placed in storage (TO 11H4-6-1-1, *Operation and Service on Chamber Dosimeters*).

4.4.4. Each AETC base will submit DD Form 2325, **Nuclear Accident Response Capability Report**. The report will be due by 10 September of each year.

4.10.4. Contact the Air Force National Security Emergency Preparedness Agency at DSN 572-4342 to obtain a mission designator number.

5.2. Involvement in a real-world incident may be credited toward exercise requirements if the situation fulfills the AFI requirements, is well documented, and training records are updated. Base EET chiefs will determine exercise report formats, grading criteria, and ground rules locally.

5.3.1.1. This requirement is waived for AETC installations that do not store munitions other than small arms ammunition.

5.3.1.6. Requests for approval of off-base exercises will be processed in accordance with AETCI 10-205, *AETC Exercise Program*.

5.3.2. The exercise must include a chemical threat and attack. Personnel will don protective equipment and operate in a simulated NBC environment. Scenarios will be tailored to the threat, based on location of deployment tasking if known. A protective mask will be worn by all government vehicle operators (except those operating buses, vehicles responding to actual emergencies, or off-base vehicles). Personnel who are required to operate motor vehicles while wearing a protective mask will be properly trained by unit trainers according to the locally established vehicle operator training plan.

5.3.3. Installations will follow the more stringent exercise frequency outlined by AFI 10-229, *Responding to Severe Weather,* and the basic AFI. Additionally, affected AETC bases will conduct an evaluation of plans and procedures at the beginning of each hurricane and tornado season.

5.4.1. The EET chief maintains a roster of EET members, team training certifications, and exercise scenarios.

5.4.10. The EET chief briefs the installation commander and staff at least annually on the status of the exercise evaluation program. In addition, the EET chief recommends to the installation commander that the readiness flight conduct a SAV to each unit with significant deficiencies identified through exercise trend analysis.

5.4.13. (Added)(AETC) Ensures smoke is used during exercises only to indicate event locations. Scripted input cards are required to initiate specific actions. If a potential safety or security violation is about to take place, the EET chief ensures EET members take immediate action to prevent the violation. Any EET member may place an exercise on hold. However, only the wing commander or EET chief may terminate an exercise. A formal report will be prepared for all exercises. As a minimum, the report will cover notification, response, withdrawal, and recovery. Exercise grading is not required. However, if grading is used, the criteria in AFI 90-201, *Inspector General Activities*, will be followed.

Table 6.1. See Figure 6.1. (Added)(AETC) for information to be used in conjunction with the courses listed in Table 6.1 of the basic AFI.

Figure 6.1. (Added)(AETC) Additional Information About Courses.

Course Title	Course Number	PDS Code	Level of Urgency Code (note)
Advanced Readiness	J3AZP3E971 003	YJR	2
Air Base Operability (MTT)	J4OST32E3D 000	XKE	3
Air Force On-Scene Commander	MLMDC813	XOH	1
Flag Officers Nuclear Accident	J5OZD13B4 000	ZRU	1
HAZMAT Train the Trainer	X3AZR3E951	5OS	1
NBC Cell Operations	J3AZP3E971 005	MOW	1
NBC Cell Operations (MTT)	J4AST3E971 005	W7D	1
Radiological Emergency Team Ops (RETOPS)	J5OZD13E3D 000	CKN	2
Readiness Management Applications	WMGT 410	5BD	1
Readiness Flight Officer	J3OZP32E1D 008	5MH	1

NOTE:
Level of urgency codes are as follows:
Level 1 -- Mission Accomplishment. Accomplishment of the Air Force mission objective will not occur if the training requirement is not satisfied. Requesters will fund their own requirements if not supported by Air Force funding.
Level 2 -- Mission Sustainment. Training is required to maintain the Air Force's readiness posture. This training is normally unit funded.
Level 3 -- Mission Enhancement. This is training that fosters the effective use of resources to improve the Air Force's mission capability. This training is almost always unit funded.

6.2. If the request for training from the readiness flight is submitted to the unit training manager for a unit submittal, request a courtesy copy of your submittals be provided to HQ AETC/CEOX.

6.2.1. Regardless of their mobility status, readiness flight members will be trained and ready for worldwide mobilization.

6.2.2. Personnel in upgrade training will have at least 6 hours of in-house training per week. Flights are encouraged to conduct at least 4 hours of proficiency training each week. Specialty training location (STL) and formal training will be used to the maximum extent possible to obtain and maintain proficiency.

6.3. Members will attend local disaster control group (DCG) training within 60 days of assignment to the team.

6.4.1. Only personnel maintaining the Air Force specialty code (AFSC) 3E9X1 (or civilian equivalent) are authorized to teach courses listed in Table 6.3 of the basic AFI. The most qualified 3E9X1 will certify all instructors on an annual basis. EET courses may be taught by the EET chief after he or she has received training from a qualified 3E9X1 (or civilian equivalent).

6.4.4. AETC nonpermanent party students are exempt from NBC defense training. If they have not been previously trained, undergraduate flying training (UPT) instructors, including first-assignment instructor pilots (FAIP), and field recruiters will receive initial NBC defense training.

6.4.4.2. Medical personnel waived for initial training will attend refresher training annually.

6.4.4.3. Pregnant women are exempt from NBC defense training for the duration of their pregnancy.

6.4.4.5. (Added)(AETC) Scheduling and documenting this training is the responsibility of the requesting unit. The readiness flight will develop and distribute local operating instructions and procedures for scheduling this training.

Table 6.3. In AETC, the following initial and refresher training requirements will be used in conjunction with this table in the basic AFI:

Course	Initial Instruction Time	Refresher (Frequency)
DPST	12 hours	Must demonstrate proficiency quarterly
SMT (note 1)	7 hours	Must demonstrate proficiency annually (note 1)
CCT (note 1)	4 hours	Must demonstrate proficiency semiannually (note 1)
NBC Defense (low threat) (note 2)	8 hours	Four (4) hours annually for personnel assigned to a mobility position
DCG	4 hours	Exercise participation annually
Unit DP Rep	1.5 hours	One (1) hour as needed
EET	2 hours	One (1) hour as requested by the EET chief

NOTES:
1. Training will be conducted only when alert posture for CONUS operations increases. Teams assigned to a mobility UTC will be trained as shown in the above information.
2. Initial training includes fit test, mask confidence, and contamination control area (CCA).
6.7. Training will be completed 5 to 7 months after the individual completes initial or refresher training. Training should be completed in a controlled environment when possible. Documentation (on-the-job [OJT] training record, database, etc.) of this training is determined by the unit.

6.11. (Added)(AETC) Form Prescribed. AETC Form 24.

NOTE: **The following are added to Attachment 1:**

References (Added)(AETC)

AFI 10-212, *Air Base Operability Program*

AFI 10-229, *Responding to Severe Weather*

AFMAN 24-307, *Procedures for Vehicle Maintenance Management*

AFMAN 37-139, *Records Disposition Schedule*

AFI 90-201, *Inspector General Activities*

TO 11H 4-6-1-1, *Operation and Service on Dosimeters Chamber*

ATP 45AV1-2, *Reporting Nuclear Detonations, Biological and Chemical Attacks, and Predicting and Warning of Associated Hazards and Hazard Areas.*

Abbreviations and Acronyms (Added)(AETC)

AFSC—Air Force specialty code

ATP—allied tactical publication

C3I—command, control, communication, and intelligence

CCA—contamination control area

CCD—camouflage, concealment, and deception

CCT—contamination control team

DSG—disaster support group

FAIP—first-assignment instructor pilot

GSU—geographically separated units

HTA— high threat area

HURCON—hurricane condition

kt—knots

MCP—mobil command post

mph—miles per hour

MTT—mobile training team

NORAD—North American Air Defense

OPlan—operations plan

RETOPS—radiological emergency team operations

SAV—staff assistance visit

SMT—shelter management team

STL—specialty training location

UPT—undergraduate pilot training

UTC—unit type code

A2.2.1. The CE readiness flight chief will determine unit and base training requirements based on mission requirements, threat, and primary mobility requirements. He or she will develop and provide a training schedule to all affected units. Training will be documented using locally developed procedures. Personnel in the CE readiness flight will conduct a SAV (paragraph 1.12.5, this supplement).

A2.2.23. (Added)(AETC) Providing standardized on-and off-base grid maps for installation disaster response forces (produced by the CE engineering flight). On-base maps should be available in two scales (1" = 800' and 1" = 400'). As determined locally, other sizes may be used in addition to the standard sizes.

A2.2.24. (Added)(AETC) Accomplishing nuclear and chemical hazard plotting and reporting according to Allied Tactical Publication (ATP) 45AV1-2, *Reporting Nuclear Detonations, Blood and Chemical Attacks, and Predicting and Warning of Associated Hazards and Hazard Areas*. Installations tasked to plot North American Air Defense (NORAD) procedures will be familiar with both ATP 45AV1-2 and

NORAD requirements. (See http://midway.spacecom.af.mil/2letters/sc/css/scr/norad-us/ntable.htm for NORAD publications.)

A4.3.6. The AETC address is HQ AETC/CEOX, 266 F St West, Randolph AFB TX 78150-4319.

A4.6.3. Ensure data marked in the blocks reflect an accurate and coordinated response for all installation activities.

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The Civil Engineer